



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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MINUTES MEETING OF NOV. 1, 1993

The meeting was opened by Chair Ernstoff at 8:06. Present were Board members Duscha, Yanofsky, Hughes and Colman; also present was David Guinee of Acton. The minutes of Oct. 18 were accepted as amended. The minutes of Oct. 4 were amended and reaccepted. Bills were approved for payment as presented.

Colman reported that there would be no fall Town Meeting; therefore the Board will monitor the planning consultant budget on a monthly basis and report to the Fincom when, and if, it appears we will exceed the budget.

Boiteau Cluster Special Permit Amendment: The hearing was reopened at 8:15. The Chair noted that the Planner Assistant had received a note from Mr. Boiteau asking to continue the hearing, and that no one was present to hear the presentation. No testimony was taken. The hearing was continued to Dec. 6, 1993 at 9:00.

Russ Wilson cancelled his appointment with the Board by a phone call to the Planner Assistant. He was not ready to discuss the possible subdivision at 138 East St.

Woodbine Place, Lot release: David Guinee requested the release of lot 5, Woodbine Place, as shown on the subdivision plan dated May 21, 1984, amended June 14, 1984 and July 16, 1984, which had been held under restrictive covenant, dated July 2, 1984, until it had an Order of Conditions from the ConsCom. Although the ConsCom had denied access through the wetland on site, the State issued a superceding order this August. On a motion by Colman, seconded by Hughes, the Board voted unanimously to release the lot. Because the subdivision was approved in 1984 and its zoning protections have expired, the Planner Assistant will notify the Zoning Enforcement Officer that although the Board is releasing the lot, there may be zoning requirements which it no longer meets.

Master Plan Discussion:

The Board reviewed Duscha's draft announcement of Community Planning Day and her personal letter regarding Planning Day, both to be submitted to the *Mosquito*. The Board approved the former, and felt it was inappropriate to take a position on the latter, although members applauded her initiative and agreed with her concept.

The Planner Assistant reported on her meeting with a group of Carlisle League of Women Voters members. The group had been asked by Chaput if it could provide leadership for

Community Day. It declined, saying the League had not been involved long enough with the process and is under pressure from too many directions in general. Members, three of whom had attended Planning Day 1992, offered suggestions. They felt confused last year, and advised the Board to clarify its goals and process. They also cautioned against trying to accomplish too much, suggesting that tabulation of results could be done at a later date with the help of group leaders and recorders.

Chaput had not heard from Pete Simonds when she left for California, so she suggested Ernstoff call him in her absence. Ernstoff will do that on Tuesday. If Simonds cannot moderate, the Board agreed it will do without a moderator, as the role has decreased as the process has evolved.

Hughes introduced a modification of the process agreed on at the last meeting. After discussion, the Board agreed on the following:

9:00: Assemble. Some number of Board members will greet participants, sign them in by name and address, assign them to one of eight groups, and give them an envelope which holds courtesy suggestions for group behavior, a blank nametag, a blue comment card, and 3 each of green, yellow, and red cards, symbolizing very good and urgent idea, good but less urgent idea, and not feasible/not urgent idea. They will be directed to gather in Dining Room.

9:15: Introduction to Community Day. Having taken hot drink and snack, participants will be seated for intro. This will include:

1. Recent demographic info.
2. History of M.P.
3. Value statements and their derivation.
4. What goals for today's work are.
5. What will happen after today.

(Slides of Carlisle will be interspersed.)

9:35 Small groups to Wilkins Classrooms

Facilitator will begin with ice breaker game.

All 8 groups will consider rurality and safety for 40 minutes. Their facilitators will have directions which have been mailed to them. (Extras on hand.) Each group will choose a recorder, who will write ideas on large pads. These groups are to brainstorm on the subjects, not editing themselves. They will be asked to answer this question for each: What can Carlisle do to achieve each of these values? (A model will be used.)

10:30: Each group will put up another sheet and discuss education and community for 40 minutes as above.

11:10: 8 groups will merge to 4. (Coffee and in hallway.) Each of these groups will refine the ideas of the two groups which have been combined. They will consider them in terms of importance and urgency. Compose a new list on large sheets, and add anything you think is missing.
Number ideas.

12:00: Full group in Corey. Refined list of ideas go up on windows, well spaced from each other. Participants are greeted and seated. Board explains they will now use their cards to broadly categorize the lists on the windows. Also explains use of blue card.

1:00: Wrap up. Board explains next steps, including tabulation of cards on Nov. 22, with facilitators/recorders present. Participants give comment and category cards to recorders.

Hughes will rewrite instructions for the facilitators, which will include:

1. How to conduct the ice breaker.
2. How to introduce the value statements.
3. Ask group to apply the question "What can the Town do to achieve each of these values?"
4. Ask the recorder to write down all ideas on the large sheets, not editing.

Yanofsky will compose the introduction for the next meeting.

The next steps were discussed, but not finalized, along the following lines: Tabulation of responses may be done on Nov. 22. Top responses sent to all participants. They are asked to return them, having selected their top choices. The Board will print this round in the *Mosquito* for people to respond to. The Board collates these and decides whether they need to be sent out again. (The Board will need to do follow up phone calls to elicit responses.)

The public will be kept informed through the *Mosquito*. With the cooperation of their hardworking staff, the list of ideas will be printed as it evolves. As the Board works on the who and the how of implementing these ideas, the discussions will be covered in the *Mosquito*. The Board will produce a long term plan for implementation, having discussed this with other affected Boards. It will make every effort to publish agendas in the *Mosquito* so that citizens can attend meetings which particularly interest them.

Cards all participants will use to evaluate the work of the 4 groups will be color coded: green for very good/urgent, yellow for good/less urgent, red for unfeasible/not urgent. They will be printed with the appropriate code, and will be used for one idea each.

The Planner Assistant will ask the dining room director if she can supply coffee to the groups by carting it to their rooms, and will review use of the audio visual equipment with Flannery on the 19th.

Board members divided responsibility for calling last year's facilitators, and others whom they thought would be good facilitators. Facilitators will be told instructions will arrive before Planning Day, and a run through will be done at 8:00 AM on Nov. 20.

The meeting was adjourned at 11:50.

Sandy Bayne, Planner Assistant